



UMBRELLA MEMORANDUM OF UNDERSTANDING (MOU)

between the

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

and

**RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING: DIVISION OF
WORKFORCE DEVELOPMENT SERVICES
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING: UNEMPLOYMENT
INSURANCE
RHODE ISLAND DEPARTMENT OF EDUCATION
RHODE ISLAND OFFICE OF REHABILITATION SERVICES
EXETER JOB CORPS ACADEMY
YOUTH BUILD PREPATORY ACADEMY
RHODE ISLAND INDIAN COUNCIL, INC.
CUMBERLAND HOUSING AUTHORITY
RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
COMPREHENSIVE COMMUNITY ACTION PROGRAM
TRI-COUNTY COMMUNITY ACTION AGENCY**

1. PREAMBLE

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Workforce Development Board (WDB) and American Job Center (AJC) partners to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to create the framework for providing services to employers, employees, job seekers and others needing workforce services.

The Workforce Partnership of Greater Rhode Island ("WPGRI"), in its capacity as the WDB for the Greater Rhode Island Workforce Development Area, is responsible for workforce services conducted in 37 of the 39 cities and towns in the State of Rhode Island. The WPGRI consists of a volunteer board with a business majority appointed by the Governor of the State of Rhode Island and is supported by the WPGRI Office.

The WPGRI supports and oversees a collaborative and coordinated system of workforce programs, resources, and initiatives in Greater Rhode Island that meet the diverse needs of the region's labor force and employers.

This system has:

- Clear goals understood and shared by stakeholders;
- Meaningful opportunities for stakeholder involvement in shaping program direction;
- Aligned and blended funding streams from multiple sources;
- Seamless multi-agency collaboration on program development, outreach, and service delivery;
- Services that are appropriate and effective for individuals of diverse backgrounds and abilities;
- A focus on jobs and careers that provide a family sustaining wage, provide opportunities for career development and wage growth, and enhance the quality of life for individuals and families;
- Shared standards of quality programming, with a commitment to using data regarding program activities, customer satisfaction, and outcomes to drive continuous improvement;
- Shared responsibility and mutual accountability among stakeholders.

The WPGRI in partnership with the state, regional and local service providers identified in this document, agree to the key principles and practices outlined in this MOU to establish and maintain local career centers, known as the WPGRI AJC. The parties share a common commitment to provide customers of the AJC with services, based on eligibility requirements of each partner and programs that are of high quality in an efficient, responsive and relevant manner.

The WPGRI will oversee the AJC to ensure compliance with WIOA and this MOU. The WPGRI will monitor overall performance of the system including, but not limited to, the One-Stop Operator's management of the center(s) and its responsiveness to the needs and expectations of the WPGRI, the partners and the customers. In addition, the WPGRI and the parties to this MOU recognize that changing economies, policy shifts and legislative mandates essentially drive the AJC system. Therefore, the WPGRI and the parties to this MOU agree to remain responsive to those changes in the spirit of continuous improvement

2. VISION AND MISSION STATEMENT:

The Vision Statement

The WPGRI is an employment and training resource providing responsive, market-based solutions for employers and potential workers. WPGRI will collaborate with business, labor, education leaders and community-based organizations to establish a dynamic, outcome-driven, visible resource providing measurable and comprehensive market-driven based employment and training services.

Mission:

The mission of the WPGRI is to provide strategic leadership to meet the current and future human resource needs of Rhode Island's employers and to ensure a well-trained, self-sufficient and adaptable workforce.

3. PURPOSE

The purpose of the One-Stop AJC delivery system is to bring together workforce development, education and other human resource services in a seamless, customer-focused network of providers, thereby enhancing customer access. The goal is to improve long-term employment outcomes for individuals receiving assistance. One-Stop partners administer separately funded programs as a set of integrated streamlined services to customers. The common One-Stop AJC delivery system is identified and structured through the AJCs.

The purpose of this MOU is to define mutually agreed upon roles, relationship duties, responsibilities and obligations of each partner for the operation of the WPGRI AJC per WIOA Section 121(c). This MOU serves to coordinate resources, prevent duplication and ensure the effective delivery of workforce development services to all customers of the AJC.

This collaboration will establish joint processes and procedures that will enable partners to integrate the current service delivery system into a seamless and comprehensive array of job matching, education, support services, job training and other workforce development services. Parties to this document propose to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies. This MOU also documents the importance of WIOA performance measures and continuous improvement initiatives.

4. PARTIES TO THE MOU / REQUIRED WIOA PARTNERS

The following table identifies the required programs of the One-Stop system and the partner agencies administering those programs.

NAME OF PARTNER	PARTNER PROGRAMS
Workforce Partnership of Greater Rhode Island	<ul style="list-style-type: none">• WIOA Adult Programs under WIOA Title I• WIOA Dislocated Worker Programs under WIOA Title I• WIOA Youth Programs under WIOA Title I• Programs Authorized Section 212 of the Second Chance Act of 2007
Rhode Island Department of Labor and Training	<ul style="list-style-type: none">• Employment Services under the Wagner-Peyser Act• Migrant and Seasonal Farmworker Programs under WIOA Title I• Programs under Title V of the Older Americans Act of 1965• Programs Authorized under Chapter 41 of Title 38, U.S.C. Veterans Employment Representatives and Disabled Veterans' Outreach Programs• Activities Authorized under Chapter 2 of Title II of the Trade Act of 1974• Reemployment Services and Eligibility Assessments (RESEA) (additional partner)• Programs under State Unemployment Compensation Laws

Rhode Island Department of Education	<ul style="list-style-type: none"> • Adult Education and Literacy Programs under Title II of WIOA • Postsecondary Vocational Education Activities under the Carl D. Perkins Vocational and Applied Technology Education Act
Rhode Island Office of Rehabilitation Services	<ul style="list-style-type: none"> • Programs Authorized under Parts A and B of Title I of the Rehabilitation Act of 1973 WIOA Title IV
Exeter Job Corps Academy	<ul style="list-style-type: none"> • Job Corps Programs Authorized under WIOA Title I
Youth Build Preparatory Academy	<ul style="list-style-type: none"> • Youth Build Programs Authorized under WIOA Title I
Rhode Island Indian Council	<ul style="list-style-type: none"> • Native American Programs Authorized under WIOA Title I
Cumberland Housing Authority	<ul style="list-style-type: none"> • Employment and Training Activities Carried Out by the Department of Housing and Urban Development
Rhode Island Department of Human Services	<ul style="list-style-type: none"> • TANF Programs Authorized under Part A of Title IV of the Social Security Act
Comprehensive Community Action Program Tri-County Community Action Agency	<ul style="list-style-type: none"> • Community Service Block Grant Programs

The organizational structure of the WPGRI AJC is as follows:

- The WPGRI has a comprehensive AJC located at 1330 Main Street, West Warwick, RI. Satellite AJC offices are located at 219 Pond Street, Woonsocket, RI and 4808 Tower Hill Road, Wakefield, RI.
- The administrative structure of the WPGRI AJC consists of:
 - Chief Local Elected Official: The Governor of the State of Rhode Island
 - Fiscal Agent: RI Department of Labor and Training
 - Oversight Authority: WPGRI Workforce Development Board
 - WPGRI Designee: Executive Director WPGRI
 - AJC Operator: The WorkPlace, Inc.

5. OVERVIEW OF PARTNER RESPONSIBILITIES

The One-Stop AJC partners of this MOU agree to participate in joint planning, plan development, and modification of activities. WIOA Section 121(b)(1)(A) identifies the following roles and responsibilities of each One-Stop AJC partner.

- Provide access through the AJC service delivery system to such program or activities carried out by the entity, as consistent with partner regulations, including making the career services that are applicable to the program or activities available at the AJC (in addition to any other appropriate locations);
- Use a portion of the funds available for the program and activities to maintain the delivery system, including payment toward the infrastructure costs of the AJC;
- Enter into a local memorandum of understanding with the local board, relating to the operation of the AJC system; and
- Participate in the operation of the One-Stop system consistent with the terms of the MOU.

Additionally, each partner will ensure:

- Staff is cross-trained as a result of their participation in capacity building and staff development activities.
- Continuous partnership building; requiring inclusiveness of all partners.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, including employer needs.
- Information is shared on any special grant and/or pilot projects

An overview of the programs, activities and services that will be made available through the One-Stops for each partner program is listed in **Appendix A: Matrix of MOU AJC Partner Programs and Services**.

6. TERMS AND CONDITIONS

(1) DURATION OF THE MOU

This MOU shall be binding upon each party hereto upon execution by such party and go into effect January 1, 2018 and remain in effect until September 30, 2020 or until modified.

On an annual basis, this MOU will be reviewed by all parties to determine effectiveness in meeting objectives and the need for any adjustments or revisions.

(2) CONVENING OF PARTIES

The WPGRI has designated convening authority to the Executive Director to work with WPGRI AJC partners to achieve consensus and informally mediate disagreements. This authority includes responsibility for ensuring that all parties have had an opportunity to fully participate in the development of the MOU from start to finish.

(3) SYSTEM OVERVIEW

This MOU defines partner roles and responsibilities and serves as the basis for creating efficiency in the WPGRI Workforce Development Area. Shared resources, referral agreements, and other roles and responsibilities will create an AJC system in line with the WPGRI vision and mission as well as support the State of Rhode Island State Workforce Development Plan. This MOU ensures that all partners clearly understand the roles and responsibilities of each partner within the workforce system.

(4) PERFORMANCE REQUIREMENTS and DATA SHARING

To ensure the WPGRI AJC system operates effectively, parties to this MOU must provide performance information that supports the achievement of performance goals, consistent with the requirement of law and as outlined in the Rhode Island's State Plan.

Partners agree that the use of high-quality, integrated data is essential to informed decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs individual service throughout customers' interaction with the integrated system and allows information collected from individual ---- at intake to be captured once. Partners further agree that the collection, use, and disclosure of individual's personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all the requirements. All data, including customer PII, collected, used, and disclosed by partners will be subject to the following:

- Customer PII will be properly secured in accordance with the policies and procedures of the WPGRI Workforce Development Board regarding the safeguarding of PII; (In compliance with partner policy and DLT Data Sharing agreement).
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under the Family Educational Rights and Privacy Act (FERPA) shall comply with FERPA and applicable State privacy laws;

- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CRF part 603 and Chapters 42-44 of Title 28 of the R.I General Laws;
- Individual customer data may be shared with other programs, for those programs' purposes, within the WPGRI AJC network only after the informed written consent of the individual has been obtained, where required;
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations; and,
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C, paragraph 794 (d)).

All WPGRI AJC and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in Vocational Rehabilitation Program records.

Additional Performance and Data Sharing requirements of the Rhode Island Office of Rehabilitation Services for programs Authorized under Parts A and B of Title I of the Rehabilitation Act of 1973 WIOA Title IV are outlined in **Appendix C: RI Office of Rehabilitation Services: Vocational Rehabilitation Records Protection.**

(5) SERVICES OFFERED THROUGH THE WPGRI AJC

The parties agree to build an efficient workforce system through sharing of information, increased collaboration, staff training and streamlining service delivery to maximize partner strengths and improve customer flow and access.

Consistent with Section 121(b)(1) of WIOA, the partners will provide access to programs or activities, consistent with each agency regulations & procedures, carried out by the entity through the WPGRI AJC delivery system. These services are detailed in **Appendix A: Matrix of MOU AJC Partner Programs and Services.**

The WPGRI AJC partners commit to:

1. Ensure that the needs of youth and adults with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the WPGRI AJC One-Stop system;

2. Provide access through the WPGRI ACJ One-Stop delivery system to such programs or activities, including making career services provided under the partner's program available;
3. Ensure that costs are appropriately shared by basing contributions on proportionate share of use and/or access, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statute and all other applicable legal requirements, including the Federal cost principles; and,
4. Participate in the AJC service delivery One-Stop system consistent with the terms of this MOU, the requirements of WIOA and the partner agency, and the requirements of the Federal, State, and local laws regulations, rules, policies, and plans applicable to the parties in their respective roles under this MOU and as consistent with the laws, rules and regulations that govern each partner's respective program.

Additionally, WPGRI AJC partners:

1. Acknowledge, for the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of disability under Section 174 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Right Act of 1964.
2. Will ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity based on race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
3. Will ensure that participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
4. Will ensure participation in programs and activities receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. Participation in programs and activities or receiving funds under WIOA Title II are not subject to the same requirement.

(6) PARTICIPATION EXPECTATIONS

The WPGRI has one comprehensive AJC that provides universal access to the full range of employment services, training and education, employer assistance, etc. Job seekers and employers have access to the programs, services, and activities of all the required AJC partners.

For a service to be deemed “accessible,” a partner must provide access to that service through at least one of the following methods:

- Co-location of staff: Program staff from the partner are physically present at the AJC
- Direct access through real-time technology: Access through two-way communication and interaction between clients and the partner that results in services being provided.
- Community locations and/or Youth Centers in the WPGRI Local Workforce Development Area.
- Cross information sharing/Customer Referral – AJC staff are trained to provide information about all programs, services, and activities that may be available to the customer through the partner organization and can make referrals.

(7) REFERRAL ARRANGEMENTS

The primary principle of the referral system is to provide integrated and seamless delivery of services to both job seekers and employers.

The referral process includes a commitment for all parties of the MOU to implement processes for the referral of customers to services that are not provided on-site at the AJCs.

1. The partners agree to familiarize themselves with the requirements for participation in each of the required partners programs.
2. Ensure that intake and referral processes are customer-centered and provided by trained staff.
3. To the extent possible, the partners agree to develop materials summarizing their program requirements and to make this accessible to all partners in the comprehensive One-Stop AJC – in alternative formats and languages.
4. To the extent possible, the partners agree to develop and utilize common intake forms.
5. The partners agree to refer potentially clients eligible for each other’s services to one another for those services.

6. The partners agree to evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
7. The partners agree to provide technical assistance to each other in determining how best to respond to the diverse employment and support needs of individuals and businesses participating in AJC services.

(8) INFRASTRUCTURE FUNDING AGREEMENTS

The Infrastructure Funding Agreements (IFA) identified in **Appendix D: AJC One-Stop Cost per Seat Summary** establishes the terms and conditions of how the costs of the services and the operating costs of the WPGRI AJC will be funded, including funding of infrastructure costs of the center, funding of shared services, operating costs of the system, and the leveraging of in-kind contributions, as appropriate and pursuant to Section 121(h)(4) of WIOA.

The IFA, identified in **Appendix D: AJC One-Stop Cost per Seat Summary** is made part of this MOU and contains a cost allocation methodology in which the parties agree to the extent feasible to align individual agency resources to support workforce development systems integration, when and where appropriate. The shared costs, the allocation method, and each party's share are identified in these agreements as well as any in-kind contributions.

(9) DISPUTE RESOLUTION PROCESS

In the event that an impasse should arise between the parties regarding terms and conditions, performance, or administration of this MOU, parties agree to first attempt to resolve any conflicts among themselves.

The parties further agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Should there be no resolution, the parties agree to abide by the process described in **Appendix E: Disputes Resolution Process**.

(10) CONFIDENTIALITY

All parties to the MOU expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR, Part 60, 45 CFR Section 205.50, 20 U.S.C. 1232 (g) and 34 CFR, part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies and legal requirements

of all of the other parties and enter into data sharing agreements, as appropriate or required, to protect the confidentiality and security of shared data and to comply with governing law.

The parties will ensure that the collection and use of any information, systems, or records that contain PII will be limited to purposes that support the programs and activities described in this MOU.

Each party will ensure that access to software systems and files under its control that contain PII will be limited to authorized staff members who are assigned responsibilities in support of the services and activities describe herein. Each party expressly agrees to take measures to ensure that no PII is accessible by unauthorized individuals.

To the extent confidential, private, or otherwise protected information needs to be shared amongst the parties for the parties' performance of their obligations under this MOU, and to the extent such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and executed by the appropriate parties, compliant with all of the requirements in 20 C.F.R. Part 603, including but not limited to requirements for payments of costs and permissible disclosures.

To ensure that PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, flash drives, etc. must be encrypted using an encryption service which meets Federal Information Processing Standards.

(11) MODIFICATION

The MOU will be reviewed annually, but the WPGRI WDB also recognizes that at times, the MOU may require modification. The parties agree to abide by the process for modification, as specified in **Appendix F: Modification Process**.

(12) TERMINATION

The parties understand that implementation of the One-Stop AJC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being attempted.

This MOU remains in effect until the end date specified unless:

- All parties mutually agree to terminate the MOU;
- Federal oversight agencies charged with the administration of WIOA fail to appropriate funds or if funds are not otherwise made available for continued performance;

- WIOA is repealed or superseded by subsequent Federal law; or,
- Local area designation is changed under WIOA.

Any party unable to perform pursuant to the WIOA MOU agreement due to lack of funding must notify the other parties as soon as the party has knowledge that funds may be unavailable for the continuation of the agreement.

In the event that it becomes necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties in writing, thirty (30) days in advance of that intention.

(13) NON-ASSIGNMENT

No party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of the other parties.

(14) SEVERABILITY

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

(15) FAIR PRACTICES CERTIFICATION

The parties certify that they prohibit and covenant that they will continue to prohibit discrimination and certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender identification, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

(16) ASSURANCES OF NON-DISCRIMINATION & EQUAL OPPORTUNITY

All parties specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act; the Americans with Disabilities Act of 1990, the Nontraditional Employment for Women Act of 1991, title VI of the Civil Rights of 1964 as amended; Section 505 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1967, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37 and 38.

In accordance with WIOA Final Rules, the decision as to which entity will be responsible for ensuring accessibility at the WPGRI AJC is ultimately the local Workforce Board's to make.

The AJC partners commit to promoting capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

(17) DRUG & ALCOHOL-FREE WORKPLACE

The parties certify they will comply with the state's guidance concerning drug and alcohol free workplaces and the Drug-Free Workplace Act of 1988 which requires that all organizations receiving grants from any Federal agency maintain a drug-free workplace.

The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 29 CFR 98, Subpart F.1.

(18) CERTIFICATION REGARDING LOBBYING

All parties must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and 29 CFR Part 93. The parties must not lobby federal entities using federal funds and must disclose lobbying activities as required by law.

(19) DEBARMENT & SUSPENSION

All parties must comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 20 CFR Part 98.

(20) BUY AMERICAN PROVISION

Each party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act certifies that it will comply with Sections 8301 through 8303 of Title 41 of the USC commonly known as the "Buy American Act" and as referenced in WIOA Section 502.

APPENDICES:

- Appendix A: Matrix of MOU AJC Partner Programs and Services
- Appendix B: WIOA MOU Partner Contacts
- Appendix C: RI Office of Rehabilitation Services: Vocational Rehabilitation Records Protection
- Appendix D: AJC One-Stop Budget
- Appendix E: Disputes Resolution Process
- Appendix F: MOU Modification Process

ADDENDUMS:

- Addendum A: RI Department of Labor and Training, Division of Workforce Development Services
- Addendum B: RI Department of Labor and Training, Unemployment Compensation
- Addendum C: RI Office of Rehabilitative Services
- Addendum D: RI Department of Education: Adult Education and Literacy Programs Under Title II of WIOA
- Addendum E: RI Department of Education: Postsecondary Vocational Education Activities under Carl D. Perkins Vocational and Applied Technology Education Act
- Addendum F: YouthBuild Preparatory Academy
- Addendum G: Cumberland Housing Authority
- Addendum H: Comprehensive Community Action Program, Inc.
- Addendum I: RI Department of Human Services: TANF Programs

APPENDIX A:

MATRIX OF MOU AJC PARTNER PROGRAMS AND SERVICES

The following matrix identifies the programs and services that will be provided by the WPGRI AJC partners.

The following identifying letters distinguish whether the program/service will be provided through

(L) Co-Location of staff

(T) Through direct access via Technology

(C) Community locations and/or Youth Centers in the WPGRI Local Workforce Development Area

	AJC PARTNER PROGRAM	WIOA ADULT	WPGRI	WIOA DISLOCATED WORKER	WPGRI	WIOA YOUTH	2 nd CHANCE PROGRAM	WAGNER PEYSER	DLT	TRADE	MIGRANT FRAM WK.	DLT	SR. COMM. SER. EMP.	DLT	VETERANS EMP.	DLT	RESEA	DLT	UI	RIDE	RIDE	VOC. ED. PERKINS	ORS	EXETER JOB CORPS	YOUTH BUILD	RI INDIAN COUNCIL	CUMBERLAND HOUSING	DHS	CCAP	CSBG	TRI-COUNTY	
	MOU PARTNER	WPGRI	WPGRI	WPGRI	WPGRI	WPGRI	WPGRI	WPGRI	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	
BASIC CAREER SERVICES																																
1	• Outreach, intake and orientation to the information and other services available through the one-stop delivery system	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C
2	• Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C
3	• Labor exchange services, including job search and placement assistance and career counseling	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C
4	• Information on in-demand industry sectors and occupations and provision of information on nontraditional employment	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C
5	• Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information on local occupations in demand, earnings, skill requirements and opportunities for advancement for such occupation	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C
6	• Appropriate recruitment and other business services on behalf of employers	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C	L C

	AJC PARTNER PROGRAM	WIOA ADULT	WPGRI	WIOA DISLOCATED WORKER	WPGRI	WIOA YOUTH	2 nd CHANCE PROGRAMS	DLT	WAGNER PEYSER	DLT	TRADE	MIGRANT FRAM WK	DLT	SR. COMM. SER. EMP.	DLT	VETERANS EMP.	DLT	RESEA	DLT	UI	RIDE	RIDE	VOC. ED. PERKINS	ORS	EXETER JOB CORPS	YOUTH BUILD PREPARATORY	RI NDIAN COUNCIL	CUMBERLAND HOUSING	DHS	CCAP	CSBG	CSBG	
	MOU PARTNER	WPGRI	WPGRI	WPGRI	WPGRI	WPGRI	WPGRI	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	DLT	
INDIVIDUALIZED CAREER SERVICES																																	
12	<ul style="list-style-type: none">Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goalsDevelopment of an Individual Plan for Employment (IPE) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectivesGroup Counseling and/or individual counseling and mentoringCareer planning and case managementShort-term prevocational services including development of learning, communication, interviewing, punctuality, and personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or trainingWork experience that are linked to careersWorkforce preparation activitiesFinancial literacy servicesOut-of-area job search assistanceEnglish language acquisition and integrated education and training	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
13		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
14		L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
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APPENDIX B: WIOA MOU Partner Contacts

Service	Agency	Name	Title	Email	Telephone
WIOA Adult WIOA Dislocated Worker WIOA Youth 2nd Chance Act of 2007	WPGRI	Nancy J. Olson	Executive Director	Nancy.Olson@dltrn.gov	401-462-8862
Wagner-Peyser Migrant and Seasonal Farmworker Prog Older Americans Act of 1965 Veterans Trade Act of 1974 Ticket to Work Reemployment Services and Eligibility Assessments (RESEA)	RI Department of Labor and Training Workforce Development Services	Scott R. Jensen	Director, Rhode Island Department of Labor and Training	Sarah.Blusiewicz@dltrn.gov	401-462-8712
Unemployment Insurance	RI Department of Labor and Training, Unemployment Compensation	Scott R. Jensen	Director, Rhode Island Department of Labor and Training	Scott.Jensen@dltrn.gov	
Adult Education and Literacy Programs	RI Department of Education	Mary Ann Snider	Deputy Commissioner		
Post-Secondary Vocational Education Activities under Carl D. Perkins Vocational Ed Act	RI Department of Education	Mary Ann Snider	Deputy Commissioner		
Rehabilitation Act of 1973	RI Office of Rehabilitative Services	Courtney Hawkins	Director, Department of Human Services		
Job Corps	Exeter Job Corps Academy	Deborah Snape	Executive Director		401-268-6008
Youth Build	Youth Build Providence	Anthony Hubbard	Founder & Executive Director	ahubbard@ybpnp.org	401-273-7528
Department of Housing and Urban Development	Cumberland Housing Authority	Diedre Quintal	Family Self Sufficiency Coordinator	direff@cumberlandha.org	401-475-5281
TANF Programs	RI Department of Human Services	Courtney Hawkins	Director, Department of Human Services		
Community Services Block Grant Programs	Comprehensive Community Action Program	Joanne McGunagle	President and Chief Executive Officer	jmcgunagle@comcap.org	401-467-9610
Community Service Block Grant Program	Tri-County Community Action Agency	Joseph R. DeSantis	President & Chief Executive Officer	jdesantis@tricountynri.org	401-519-1967

Appendix C: RI Office of Rehabilitation Services: Vocational Rehabilitation Records Protection

Vocational rehabilitation records must be protected in accordance with the requirements set forth in 34 CFR 361.38 "Per the Health Insurance Portability Act (HIPAA) of 1996, and 34 CFR 361.38, the Office of Rehabilitation Services will safeguard the confidentiality of all personal information given or made available to the state agency, its representatives, or its employees in the course of the administration of the Vocation Rehabilitation Program, including lists of names, addresses and case records, as permitted by law.

The use of such information will be limited to purposes directly connected with the administration and evaluation of the Vocational Rehabilitation Program and may not be disclosed directly or indirectly, other than in the administration thereof, unless the written consent of the individual to such releases has been obtained:

1. Specific safeguards are in place to protect current and stored personal information.
2. Applicants are advised of the need to, and reasons for, collecting and maintaining personal information.
3. All applicants and eligible individuals, and as appropriate, those individuals' representatives, service providers, cooperating agencies, and interested persons are informed through appropriate modes of communication of the confidentiality of personal information and the conditions for accessing and releasing this information.

APPENDIX D: AJC ONE-STOP BUDGET

Cost Item	Projected Cost	Projected Cost	Projected Cost
	January 1, 2018 – June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 – June 30, 2020
One-Stop Center Manager (The WorkPlace) Assistant Manager and Data Support	\$88,000.00	\$181,000.00	\$181,000.00
GEO-SOL Management	\$10,758.50	\$16,707.00	\$16,707.00
Computer/Stockroom Supplies	\$9,111.50	\$18,223.00	\$18,223.00
Facilities Management	\$54,366.50	\$108,733.00	\$108,733.00
Division of Information Technology	\$13,975.50	\$27,951.00	\$27,951.00
Security Services	\$31,356.50	\$62,614.00	\$62,614.00
Telecommunications	\$3,029.50	\$6,059.00	\$6,059.00
Internet Services	\$1,566.00	\$3,132.00	\$3,132.00
Equipment Maintenance and Repairs	\$9,535.50	\$19,071.00	\$19,071.00
Printing/Advertising	\$729.00	\$1,458.00	\$1,458.00
Water	\$61.00	\$102.00	\$102.00
Total Expenses	\$222,489.50	\$445,050.00	\$445,050.00
Infrastructure Cost Investments			
RIDE: Carl D. Perkins	\$4,105.00	\$4,105.00	\$4,105.00
Total Investment Payments	\$4,105.00	\$4,105.00	\$4,105.00
Remaining Seat Cost Allocation	\$218,384.50	\$440,945.00	\$440,945.00
Per Seat Cost	\$6,239.54	\$12,248.47	\$12,248.47
Department of Labor and Training (33 seats)	\$205,904.82	\$415,748.19	\$415,748.19
RIFLI (1 seat)	\$6,239.54	\$12,598.43	\$12,598.43
Office of Rehabilitation Services (2 seats)	\$12,478.00	\$25,196.86	\$25,196.86
Exeter Job Corps (0 seat)			
YouthBuild (0 seat)			
RI Indian Council (0 seat)			
Department of Human Services			
Total Seats: 40	\$224,622.36	\$453,543.48	\$453,543.48

All parties to this MOU recognize that infrastructure costs are applicable to all required partners whether physically located in the AJC or not. Each partners' contribution may vary based on proportionate use and relative benefit received, consistent with authorizing law and regulations and the Uniform Guidance.

The budget for the WPGRI AJC's covers the period January 1, 2018 to June 30, 2020. This budget is a projection based on historical data and will be reconciled based on actual expenses and modified if necessary on June 30, 2018.

Infrastructure payments will be based on quarterly invoices in January, April, July and October.

APPENDIX E: DISPUTES RESOLUTION PROCESS

The Workforce Partnership of Greater Rhode Island Workforce Development Board (WPGRI WDB) is issuing this policy to provide guidance and standards for resolving issues regarding partner disputes in the delivery of services or the operations of the WPGRI AJC and in the execution of the MOU and/or modifications to the MOU.

DISPUTES REGARDING FAILURE TO SIGN

WIOA emphasizes full and effective partnerships between the WPGRI WDB and local partners. When the WPGRI WDB and partners have entered into good faith negotiations and have reached an impasse, the following steps shall be taken in the following order:

1. When attempts by the WPGRI WDB designee to resolve a dispute that results in one or more partners' failure to sign the MOU, the WPGRI WDB or its designee will notify the Governors Workforce Board RI of the impasse. In that notification, the WPGRI WDB or its designee will document the steps taken to resolve the dispute with the partner (s). Notification of the impasse will also be sent to all partners.
2. The GWB will then take steps to resolve the dispute.
3. Should the GWB fail to resolve the impasse, the dispute is sent to the partner (s) parent Federal authority for resolution.

DISPUTES REGARDING RESPONSIBILITIES UNDER THE PROVISIONS OF THE MOU

1. The One-Stop Operator will attempt to resolve all disputes between it and the partners or between the partners themselves.
2. If an impasse continues, a written appeal will be sent to the WPGRI Office for resolution.
3. If the impasse continues, the dispute will be sent to the WPGRI WDB Executive Committee for resolution.
4. If the impasse continues, the dispute will be sent to the WPGRI WDB for resolution.

FOR STATE AGENCIES:

For State Agencies only: In the event that an impasse should arise between the parties regarding terms and conditions, performance, or administration of this MOU, parties agree to first attempt to resolve any conflicts among themselves. Should there be no resolution, the parties agree that the Departments in this MOU are the single State agencies for their respective programs. As a result, any final decisions on a disputed issue(s) impacting the Departments' programs or funding of those programs may not be delegated outside of the Departments. Therefore, any disputed issue(s) arising from this MOU that cannot initially be settled between or among the parties, must be settled between or among the affected parties' Department/Agency Directors or Chief Executives.

APPENDIX F: MOU MODIFICATION PROCESS

This MOU may be amended upon mutual agreement of the partners that is consistent with federal, state, or local laws, regulations, rules, plans or policies or for one or more of the following reasons:

1. The addition or removal of a WIOA partner from this MOU.
2. Removal or addition of program responsibilities for any WIOA partner.
3. A change in the One-Stop Operator or a change in the physical location of the comprehensive One-Stop center.
4. A change in the services, service delivery methods, currently utilized referral methods, or methods to allocate costs.
5. The need to renegotiate a partner's proportionate share of costs based on changes in the method of service delivery or program or funding changes that affect a partner's continued ability to meet its shared cost obligations.

All amendments will be made on the format contained in this Appendix and will involve the following process:

1. The WIOA Partners seeking an amendment will submit a written request to the WPGRI WDB that includes:
 - The requesting partner's name.
 - The reason(s) for the amendment request.
 - The specific item (s) in the MOU that will require revision.
 - The desired date for the amendment to be effective.
 - The signature of the requesting partner's authorized representative.

If the request is approved, the WPGRI WDB will notify the remaining partners of the intent to amend and will provide each remaining partner thirty (30) days from the date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to the WPGRI WDB. Failure by a partner to respond within the prescribed timeframe will be deemed that partner's approval of the proposed changes.

In the event that a remaining partner has questions and/or concerns regarding the proposed amendment, the partner must list its questions and/or concerns in writing and submit the list to WPGRI WDB within the specified timeframe.

The WPGRI WDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If the WPGRI WDB deems it necessary, the listed questions/concerns will be sent to all other partners and/or a meeting with all partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to the WPGRI WDB for the final signatures. The WPGRI WDB will distribute copies of the fully executed amendment to all WPGRI AJC partners.

All partners agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.

The format to be used in this modification process follows:

**WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
WORKFORCE DEVELOPMENT BOARD
MEMORANDUM OF UNDERSTANDING (MOU)**

MODIFICATION

Modification No: _____ Effective Date: _____

This modification is entered into between the Workforce Partnership of Greater Rhode Island Workforce Development Board (WPGRI WDB) and the following partner of the WPGRI American Job Center (WPGRI AJC):

WPGRI AJC PARTNER: _____

The purpose of this modification is:

The attached pages to this modification, hereby replace their corresponding pages in the WPGRI WDB MOU: _____

This modification is agreed to and approved by:

Workforce Partnership of Greater Rhode Island	Name of Partner
<u>Steven H. Kitchin</u> <u>Chairperson</u>	_____ Printed Name Title
_____ Signature Date	_____ Signature Date

ADDENDUM A: DEPARTMENT OF LABOR AND TRAINING, DIVISION OF WORKFORCE DEVELOPMENT SERVICES

ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND AND DEPARTMENT OF LABOR AND TRAINING, DIVISION OF WORKFORCE DEVELOPMENT SERVICES

This addendum will serve to articulate specific Rhode Island Department of Labor and Training, Division of Workforce Development Services provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

The Department of Labor and Training, Division of Workforce Development Services agrees to provide the following services

STAFFING:

RIDLT Will Dedicate:

- 31.4 FTEs, cost allocated among programs, to the WPGRI American Job Centers.

CAREER SERVICES

1. Wagner Peyser Program:

- Information and assistance regarding filing claims for unemployment compensation
- Outreach, intake and orientation to the information and other services available through the one-stop delivery system
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs
- Labor exchange services, including job search and placement assistance and career counseling
- Information on in-demand industry sectors and occupations and provision of information on nontraditional employment
- Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation
- Appropriate recruitment and other business services on behalf of employers
- Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs

- Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education
- Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group Counseling and/or individual counseling and mentoring
- Career planning and case management
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance of skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experience that are linked to careers
- Workforce preparation activities
- Out-of-area job search and relocation assistance

2. **Chapter 2, Title II Trade Act 1974**

- Outreach, intake, and orientation to the information and other services available through the One Stop System
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes and support service needs
- Labor exchange services
- Information on in-demand industry sectors and provision of information on non-traditional employment
- Workforce and Employment Labor market information statistics
- Appropriate recruitment and other business services
- Referrals to and coordination of activities with programs and services within the One Stops
- Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under SNAP, EITC, TANF, and other such programs

- Assisting in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
- Comprehensive and specialized assessments of skill levels and service needs of eligible individuals
- Development of Individual Employment Plans to identify employment goals, objectives, and to identify appropriate combinations of services for the participant.
- Group Counseling, individual counselling, and/or mentoring
- Career planning and case management
- Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and conduct services
- Internships and work experience that are link to careers
- Workforce preparation activities
- Out of area job search assistance

3. Migrant and Seasonal Farm Worker Program

- Outreach, intake and orientation to the information and other services available through the one-stop delivery system
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs
- Labor exchange services, including job search and placement assistance and career counseling
- Information on in-demand industry sectors and occupations and provision of information on nontraditional employment
- Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation
- Appropriate recruitment and other business services on behalf of employers
- Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs
- Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education
- Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing

and evaluation to identify employment barriers and appropriate employment goals

- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group Counseling and/or individual counseling and mentoring
- Career planning and case management
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experience that are linked to careers
- Workforce preparation activities
- Out-of-area job search and relocation assistance
- English language acquisition and integrated education and training

4. Programs Under Title V of the Older Americans Act

- Labor exchange services, including job search and placement assistance and career counseling
- Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Career planning and case management
- Internships and work experience that are linked to careers
- Workforce preparation activities

5. Jobs for Veterans State Grant

- Outreach, intake and orientation to the information and other services available through the one-stop delivery system
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities and supportive service needs
- Labor exchange services, including job search and placement assistance and career counseling
- Information on in-demand industry sectors and occupations and provision of information on nontraditional employment
- Workforce and employment labor market information statistics including job vacancies, job skills necessary to obtain employment, information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for such occupation

- Referrals to and coordination of activities with programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs
- Performance information and program cost information on eligible providers of training services, eligible providers of youth workforce investment activities, providers of adult education
- Information relating to the availability of supportive services or assistance, including child care, child support, medical or child health assistance, benefits under the SNAP program, assistance through the earned income tax credit under the IRS code, assistance under the TANF program and other supportive services and transportation programs
- Comprehensive and specialized assessments of skill levels and service needs of adults and dislocated workers to include diagnostic testing, in-depth interviewing, and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP) to identify the employment goals, achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals including information on eligible providers of training and career pathways to attain career objectives
- Group Counseling and/or individual counseling and mentoring
- Career planning and case management
- Workforce preparation activities
- Financial literacy services

TRAINING SERVICES

1. Programs Under Title V of the Older Americans Act

- a. Programs that combine workplace training with related instruction, which may include cooperative education programs
- b. Skills upgrading and retraining
- c. Transitional Employment
- d. Job Readiness Training Provided in combination with other training

2. Chapter 2, Title II Trade Act 1974

- a. Contracted training services that may include: classroom/online training, on-the-job training, customized training, and/or education courses.

WORKSHOPS

WPGRI will collaborate with DLT Division of Workforce Development Services to identify employment related workshop/ seminar topics which would assist our customers with their employment and training needs.

DLT will offer at least one (1) workshop per month based on demand.

BUSINESS SERVICES

WPGRI will make available office space to business customers for on-site recruitment, interviewing & testing; etc.

Access to work space in the comprehensive and affiliate American Job Center (AJC) office must be requested and coordinated through the AJC Operator staff.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

**ADDENDUM B:
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING
UNEMPLOYMENT INSURANCE COMPENSATION**

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
AND
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING
UNEMPLOYMENT INSURANCE COMPENSATION**

This addendum will serve to articulate specific Rhode Island Department of Labor and Training Unemployment Compensation (RIDLT UI) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

RIDLT UI agrees to provide the following services:

STAFFING:

- The RIDLT UI will provide customers and staff with UI assistance via telephone from the American Job Center (AJC) and assist customers with filing claims for unemployment insurance and resolution of unemployment compensation claims.

OTHER SERVICES:

- Provide interstate wage records information to AJC staff
- Provide access to unemployment insurance claims to AJC staff

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

**ADDENDUM C:
RHODE ISLAND OFFICE OF REHABILITATION SERVICES (ORS)**

**ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
AND
RI OFFICE OF REHABILITATION SERVICES**

Revised 11/29/17

This addendum will serve to articulate the Office of Rehabilitation Services (ORS) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

ORS agrees to provide comprehensive vocational rehabilitation services to eligible individuals with disabilities according to the agency's current order of selection. ORS services are intended to help the eligible individual to become employed in competitive integrated employment. Services include: determination of eligibility, vocational assessment and guidance, development of an Individual Plan for Employment, coordination of services, training, specialized job development and placement and post-employment services. ORS is able to fund services only to eligible individuals. ORS is able on a case by case basis to share costs included in the IPE specific services with partners of the American Job Center (AJC).

ORS agrees to provide consultation and technical assistance on disability, specific individual cases, and accessibility issues to partners within the AJC.

ORS will provide brochures and relevant informational materials to the AJC's for distribution.

STAFFING:

ORS will schedule Vocational Rehabilitation Counselors (VRC) to the following AJC's: Woonsocket and West Warwick. Staffing from ORS will be Monday – Friday from 8:30AM to 4:00PM. The staffing assignment will vary based on Vocational Rehabilitation Counselor availability.

CAREER SERVICES:

1. ORS VRC's will provide job search assistance, resume assistance, workshop presentation, career counseling and career planning where appropriate; assessments, development of an employment plan, etc. to ORS eligible individuals.

2. ORS, as related to individual with disabilities, will assist with rapid response and layoff aversion services, tax credit incentive information, and employer needs assessments.

WORKSHOPS:

As noted in this Umbrella MOU, ORS may provide the following workshops, when determined feasible between ORS and the AJC:

- Disability Awareness training
- Reasonable Accommodations
- Assistive Technology
- Orientation to the AJC services

WPGRI will collaborate with partner staff to identify other employment related workshop/seminar topics which would assist our customers with their employment and training needs.

MODIFICATION REVIEW:

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

**ADDENDUM D:
RHODE ISLAND DEPARTMENT OF EDUCATION: ADULT
EDUCATION AND LITERACY PROGRAMS UNDER TITLE II OF WIOA**

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
AND
RHODE ISLAND DEPARTMENT OF EDUCATION**

This addendum will serve to articulate specific Rhode Island Department of Education (RIDE) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area. RIDE agrees to provide the following services.

STAFFING

RIDE will purchase one “seat” at the West Warwick American Job Center (AJC).

CAREER SERVICES

On-Site, RIDE adult education providers will:

1. Provide comprehensive and specialized educational assessments of skill levels
2. Provide referrals to and coordination of activities with programs and services within the AJC delivery system
3. Provide Adult literacy classes, ESL Classes, Pre-GED Classes, GED Classes, Computer literacy classes
4. Assist in greeting customers and directing them to appropriate services.

Off-Site, RIDE adult education providers will:

1. Provide adult education and literacy instruction including English language acquisition and integrated education and training programs, provided concurrently or in combination with other training services
2. Provide career planning and case management, work preparation services, and financial literacy services
3. Provide short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct services to prepare individuals for unsubsidized employment or training
4. Provide workplace literacy (at the work sites)

WORKSHOPS

WPGRI will collaborate with partner staff to identify employment related workshop/seminar topics which would assist our customers with their employment and training needs and workshops that will assist AJC staff become more familiar with RIDE adult education services.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

**ADDENDUM E:
RHODE ISLAND DEPARTMENT OF EDUCATION POSTSECONDARY
VOCATIONAL EDUCATION ACTIVITIES UNDER CARL D. PERKINS
VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT**

**ADDENDUM TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
AND
RHODE ISLAND DEPARTMENT OF EDUCATION – POSTSECONDARY
VOCATIONAL EDUCATION ACTIVITIES**

This addendum will serve to articulate specific Rhode Island Department of Education Postsecondary Vocational Education Activities (RIDE Voc Ed Perkins) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

RIDE Voc Ed Perkins agrees to provide the following services

CAREER SERVICES

3. The RI Educational Opportunity Center (EOC) at the Community College of Rhode Island (CCRI) takes referrals from the One-Stop American Job Centers (AJC). Referrals eligible to receive EOC services can get advice on financial aid, assistance with FAFSA financial aid applications and college admissions applications, help finding appropriate scholarships, and assistance by EOC counselors advocating on behalf of students with admissions and financial aid offices.
4. EOC counselors at CCRI serve eligible referrals from the One-Stop AJC by assisting students with career and interest surveys and assessments.
5. EOC counselors at CCRI serve eligible referrals from the One-Stop AJC by providing financial literacy services, including assistance with negotiations on defaulted student loans.

TRAINING SERVICES

1. CCRI will continue to offer programs on the WIOA Eligible Training Provider List (ETPL).
2. The Community College of Rhode Island (CCRI) Center for Workforce and Community Education (CWCE) will waive tuition and fees for one student from the service delivery area referred by a One-Stop AJC each fiscal year (July 1-June 30) for the Certified Nursing Assistant (CNA) training program and the CNA pretest required for admission.

WORKSHOPS

As noted in this Umbrella MOU, CCRI staff, on behalf of RIDE Voc Ed Perkins, will provide the following professional development workshops to One-Stop AJC staff, at a minimum of once per year for each workshop noted:

- Understanding Prior Learning Assessment: Accelerating Post-Secondary Credential Attainment

WPGRI will collaborate with partner staff to identify other employment related workshop/seminar topics which would assist our staff or customers with their employment and training needs.

OTHER PARTNER SERVICES

1. CCRI will make available printed program materials to inform customers about training opportunities at the college.

Access to space to display the materials in the comprehensive and affiliate American Job Center (AJC) office must be requested and coordinated through the AJC Operator staff.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

ADDENDUM F: YOUTHBUILD PREPARATORY ACADEMY

ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND AND YOUTHBUILD PREPARATORY ACADEMY

This addendum will serve to articulate specific YouthBuild Preparatory Academy provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

YouthBuild Preparatory Academy agrees to provide the following services:

STAFFING:

- YouthBuild Preparatory Academy will dedicate a staff member from the Transitions Department to organize/facilitate the career services listed below. The director of the Transitions Department will monitor and support the implementation of these services to ensure continuity as well as overall effectiveness.

CAREER SERVICES

6. YouthBuild Preparatory Academy staff will provide job search assistance, resume assistance, workshop presentation, career counseling and career planning where appropriate; assessments, development of an employment plan, etc.
7. YouthBuild Preparatory Academy staff will research advance training opportunities that will make students more marketable.
8. YouthBuild Preparatory Academy staff will assist in surveying/assessing students to connect them to appropriate services.
9. YouthBuild Preparatory Academy staff identify potential employers and serve as an advocate/mediator when appropriate.
10. YouthBuild Preparatory Academy staff will seek and organize internship opportunities that can potentially lead to employment.

WORKSHOPS

As noted in this Umbrella MOU, YouthBuild Preparatory Academy will provide the following workshops, at a minimum of once per month for each workshop noted:

- Goal Setting, Résumé Basics, Job Search Strategies and Techniques & Interviewing Skills

YouthBuild Preparatory Academy may offer additional workshops/topics such as:

- Carving My Pathway
- Marketing Yourself & Understanding What Employers Want
- The Impacts of Social Media

- Internet Job Search
- The Importance of Confidence & Knowing What You Bring to the Table

WPGRI will collaborate with partner staff to identify other employment related workshop/seminar topics which would assist our customers with their employment and training needs.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

ADDENDUM G: CUMBERLAND HOUSING AUTHORITY

ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND AND CUMBERLAND HOUSING AUTHORITY

This addendum will serve to articulate specific Cumberland Housing Authority (CHA) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

CLHA agrees to provide the following services

STAFFING:

- The CHA will dedicate 1 FTE to assist job seekers with referrals to AJC for career planning, resume writing and job search activities. Referrals will also be made for financial coaching, education and training programs.

CAREER SERVICES

11. CHA staff will provide job search assistance, resume assistance, workshop presentation, career coaching and career goal planning where appropriate; need assessments, development of an Individual Training and Service Plan and Family Self- Sufficiency contract, etc.
12. CHA staff will assist in greeting customers and directing them to appropriate services.
13. AJC-one stops, financial coaching, debt repair, training and college programs etc.

WORKSHOPS

As noted in this Umbrella MOU, CHA will provide the following workshops:

- Résumé Basics. Job Search Strategies and Techniques & Interviewing Skills.
- Financial coaching resources, credit repair, home buying preparation.
- Job Training programs informational workshops

CHA may offer additional workshops / topics such as:

- LinkedIn Part I : Get Connected • 10 Things Every Jobseeker Should Know
- LinkedIn Part 2: Networking Strategies • Over 40 and Looking for Work
- Internet Job Search • You Do Have Experience •Putting the Bars Behind You

WPGRI will collaborate with partner staff to identify other employment related workshop/ seminar topics which would assist our customers with their employment and training needs.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

ADDENDUM H: COMMUNITY SERVICE BLOCK GRANT PROGRAMS: COMPREHENSIVE COMMUNITY ACTION, INC.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING BETWEEN WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND AND COMPREHENSIVE COMMUNITY ACTION, INC.

This addendum will serve to articulate specific Comprehensive Community Action, Inc. (CCAP) provision of services, in addition to those noted in this Umbrella Memorandum of Understanding (MOU), for the Workforce Partnership of Greater Rhode Island (WPGRI) Local Workforce Development Board Area.

CCAP agrees to provide the following services

STAFFING:

- All services will be conducted at CCAP Youth Centers. CCAP provides 4 FTEs at Youth Centers located in Pawtucket and West Warwick.

CAREER SERVICES

1. CCAP Youth Center staff will provide job search assistance, resume assistance, workshop presentation, career counseling and career planning where appropriate; assessments, development of an employment plan, etc. at the Youth Centers.
2. CCAP Youth Center staff will provide outreach and intake for young people and outside of school.
3. CCAP Youth Center staff will conduct an initial assessment of skill levels including literacy and English language proficiency.
4. CCAP Youth Center staff will provide GED services at the Youth Centers.
5. CCAP Youth Center staff will provide linkages to specialized trainings as identified as needed by participants.
6. CCAP Youth Center staff will provide referrals to appropriate supportive services for the participant.
7. CCAP Youth Center staff will develop an Individualized Plan for Employment (IPE) to identify goals and objectives for the participant.

WORKSHOPS

As noted in this Umbrella MOU, CCAP will provide the following workshops, at a minimum of once per month for each workshop noted:

- Résumé Basics. Job Search Strategies and Techniques & Interviewing Skills.
- National Retail Federation training
- Driver's Education

CCAP may offer additional workshops / topics such as:

- LinkedIn Part I: Get Connected
- 10 Things Every Jobseeker Should Know
- LinkedIn Part 2: Networking Strategies
- Over 40 and Looking for Work
- Internet Job Search
- You Do Have Experience
- Putting the Bars Behind You

WPGRI will collaborate with partner staff to identify other employment related workshop/ seminar topics which would assist our customers with their employment and training needs.

MODIFICATION REVIEW

The term of this addendum coincides with the Umbrella MOU. This addendum may be reviewed on a yearly basis.

**ADDENDUM I: RHODE ISLAND DEPARTMENT OF HUMAN
SERVICES: TANF**

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND
AND
RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
TANF PROGRAMS AUTHORIZED UNDER TITLE IV OF THE
SOCIAL SECURITY ACT**

UMBRELLA MEMORANDUM OF UNDERSTANDING (MOU)

SIGNATURES

IN WITNESS THEREOF, the undersigned have executed this Memorandum of Understanding on or before the date set forth herein.

By signing this document, each individual signing this MOU on behalf of a given partner, thereby certifies that he/she has the legal authority to bind said partner to the terms of this MOU.

This MOU may be executed in multiple identical counterparts, all of which shall constitute one agreement.

This MOU is considered signed when the signature of a party is delivered by facsimile transmission or delivered by scanned image (e.g., pdf, or tiff file extension name) as an attachment to electronic mail (email). Such facsimile or scanned signature shall be treated in all respects as having the same effect as an original signature.

MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

AND


RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING,
DIVISION OF WORKFORCE DEVELOPMENT SERVICES

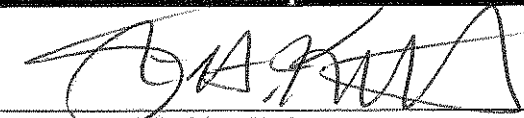
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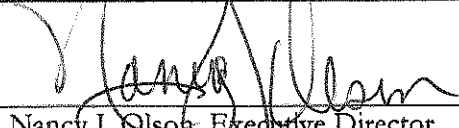
RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING,
UNEMPLOYMENT INSURANCE

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Rhode Island Department of Labor and Training; Division of Workforce Development Services and Rhode Island Department of Labor and Training: Unemployment Insurance	
	12/13/17
Scott R. Jensen, Director	Date

Workforce Partnership of Greater Rhode Island	
	12.15.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/15/17
Nancy J. Olson, Executive Director	Date


MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND


AND

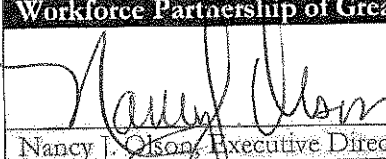
RHODE ISLAND OFFICE OF REHABILITATIVE SERVICES

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Rhode Island Office of Rehabilitative Services	
	12/1/17
Courtney Hawkins, Director	Date

Workforce Partnership of Greater Rhode Island	
	12-1-17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date


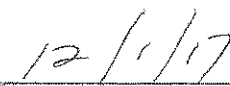
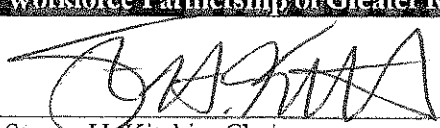
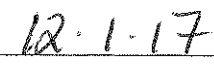
MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

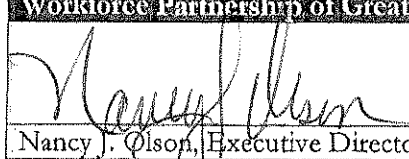
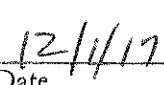
AND

EXETER JOB CORPS

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Exeter Job Corps	
	
Jennifer O'Neal, Center Director	Date
DEBORAH SHUPE, EXECUTIVE DIRECTOR	
Workforce Partnership of Greater Rhode Island	
	
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	
Nancy J. Olson, Executive Director	Date

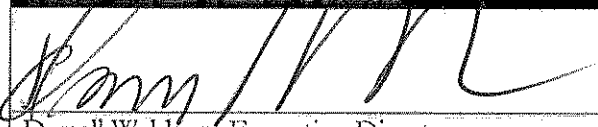
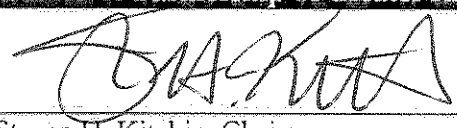
MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

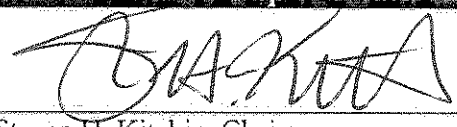
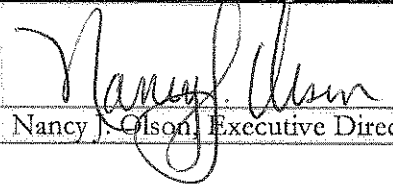
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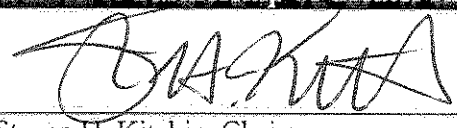
RHODE ISLAND INDIAN COUNCIL, INC.

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Rhode Island Indian Council	
	
Darrell Waldron, Executive Director	Date 11/22/17

Workforce Partnership of Greater Rhode Island	
	
Steven H. Kitchin, Chairperson	Date 12-1-17

Workforce Partnership of Greater Rhode Island	
	
Nancy J. Olson, Executive Director	Date 12/1/17


MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND


AND


CUMBERLAND HOUSING AUTHORITY

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Cumberland Housing Authority	
	11-30-17
Deidre Quintal, Family Self-Sufficiency Coordinator	Date

Workforce Partnership of Greater Rhode Island	
	12.1.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date


**MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND**

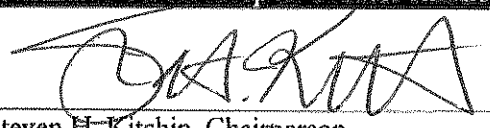
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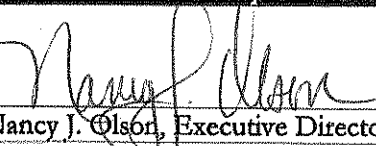
YOUTHBUILD PREPARATORY ACADEMY

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: YouthBuild Preparatory Academy	
	11/21/17
Anthony Hubbard, Founder and Executive Director	Date

Workforce Partnership of Greater Rhode Island	
	12.1.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date


**MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND**


AND


COMPREHENSIVE COMMUNITY ACTION PROGRAM

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Comprehensive Community Action Program	
	11/21/17
Joanne McGunagle, President and CEO	Date

Workforce Partnership of Greater Rhode Island	
	12.1.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date

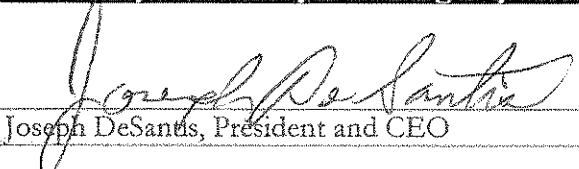
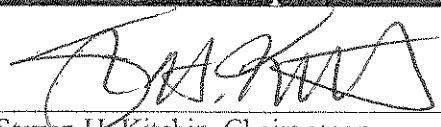
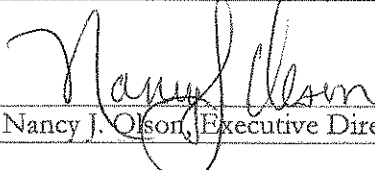
**MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND**

AND

TRI-COUNTY COMMUNITY ACTION AGENCY

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Tri-County Community Action Agency	
 Joseph DeSantis, President and CEO	<div style="text-align: center; font-size: 1.5em;">11/21/17</div> Date
Workforce Partnership of Greater Rhode Island	
 Steven H. Kitchin, Chairperson	<div style="text-align: center; font-size: 1.5em;">12.1.17</div> Date
Workforce Partnership of Greater Rhode Island	
 Nancy J. Olson, Executive Director	<div style="text-align: center; font-size: 1.5em;">12/1/17</div> Date

MEMORANDUM OF UNDERSTANDING
WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND

AND


RHODE ISLAND DEPARTMENT OF EDUCATION:

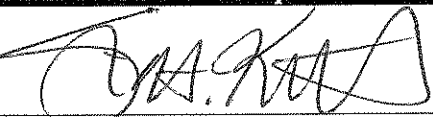
ADULT EDUCATION AND LITERACY PROGRAMS
UNDER TITLE II OF WIOA
AND


POST SECONDARY VOCATIONAL EDUCATION ACTIVITIES
UNDER THE CARL D. PERKINS VOCATIONAL AND
APPLIED TECHNOLOGY EDUCATION ACT

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Rhode Island Department of Education	
	12/1/2017
Mary Ann Snider, Deputy Commissioner	Date

Workforce Partnership of Greater Rhode Island	
	12.1.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date

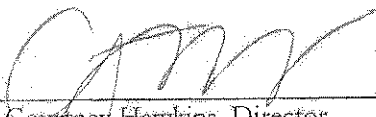
MEMORANDUM OF UNDERSTANDING
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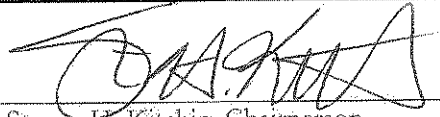
AND


RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
TANF PROGRAMS: TITLE IV OF THE SOCIAL SECURITY ACT

SIGNATURE PAGE

By signing below, all parties mutually agree to the terms prescribed herein.

Partner: Rhode Island Department of Human Services: TANF Programs	
	12/1/17
Courtney Hawkins, Director	Date

Workforce Partnership of Greater Rhode Island	
	12.1.17
Steven H. Kitchin, Chairperson	Date

Workforce Partnership of Greater Rhode Island	
	12/1/17
Nancy J. Olson, Executive Director	Date